



# Granite Town Media

## Advisory Committee

### Meeting Minutes

25 February 2016

**Present:** Dave Alcox, Kevin Drew, Tim Finan, Don Jalbert, Joe Kasper, Mike McInerney, Tom Schmidt

**Absent:** Kevin Federico

**Guests:**

#### **Call to Order:**

Meeting called to order 7:00 PM

#### **Minutes**

- 28 Jan minutes - approved with corrections.
- Mike will update December minutes; currently the draft version is posed
- Need to correct minor error in GTMAC history.

#### **Year End Financials**

- 2015 rollup not yet complete, postponed until March meeting

#### **Membership**

- Dave and Tim terms expire this year. Both names added to BoS consent calendar.

#### **Mobile Camera Kit status**

- Kit arrived and tested but not yet used to cover a meeting.
- Mike needs to order 8-10 additional microphones at \$250 each.
- Mike wanted to set up the camera kit on a semi-permanent kit at HS to simplify EZStream upload. Tom suggested fixing school wiring to improve turnaround time. Tim suggested having work session to figure out how to optimize remote management of EZStream.

#### **Town and School Deliberative Session Coverage**

- Did not use mobile camera kit as planned, used single camera.

#### **New Town Hall Meeting Room Status**

- Tim Checked with Tina Philbrick, new meeting room is ready and can be booked.

#### **Water & Sewer Commissioners Meeting Update**

- Tim and Tom met with W&S Feb 6<sup>th</sup> and BoS Feb 8<sup>th</sup>
- The W&S commissioners meeting room is small but it should not pose a problem for GTM coverage. Their position is that little public interest exists in water and

- sewer meetings so it wastes resources to have GTM cover them. If there is increased public interest GTM will begin televising their meetings.
- The BoS reaffirmed their intent to have us cover as many meetings as possible.

### **Policies and Procedures Update**

- Tim added verbiage explaining what is involved when GTM covers a public meeting. The onus is in GTM to be as minimally intrusive as possible. Meeting participants are not required to accommodate GTM: such as changing location or meeting calendar.
- Tom added minor edit about technical requirements.
- Tim will submit document to BoS for approval.

### **New Meeting Coverage**

- Mike suggested crafting a GTM welcome letter to explain to the various committees what is involved in being televised. Tim will draft a letter and have BoS inform the various committees.
- Recycling Committee and Library Trustee meetings are next on the expanded coverage priority list.
- Traffic Safety committee meets infrequently, Mike spoke with Chief Viola and will begin coverage at the next meeting.

### **ATC Equipment & Video Content Status**

- Students are using the cameras daily; there are three or four projects in the works. A major one will be the culinary department.
- Working on a sports highlight reel
- Mike is deciding whether to post these video on EZStream or Vimeo. Tom brought up need to make these videos easy to access from the town web site. Joe asked why we are using two web based video service. Mike said the Vimeo user interface is better for non-chronological programs. Joe suggested having a work session to see if we can make it easier to find videos.

### **Work Items**

- Oval Cam - Tom and Tim mentioned Bruce Dickerson suggested using a wired oval web cam. The NEST camera is Wi-Fi only so the best option is to install a dedicated Access Point in the attic for the camera. Mike will follow up.
- Dark fiber to HS was successfully tested. Next step is to set up the equipment at the HS GTM rack and connect them to the town hall LAN. In addition need to set up remote desktop on each computer so Mike is able to access them remotely.
- Comcast drop in Mike's office – need to schedule install
- EZStream upload speed – Mike sent EZStream an email about increasing upload speed but has not heard back. Mike is looking at other streaming services. Joe raised the question about what happens if we switch streaming provider. Mike stated we own everything we produce and should be able to retrieve from EZStream. There are also archived DVD backups. Mike will schedule the EZStream rep to attend one of our meetings to discuss our options.

**Video Projects**

- CAST production at B&G club. Mike will deliver the DVD Friday.
- PSAs - Domestic violence, Crosswalk safety
- Dave Alcox did a Meet the Candidates program for town clerk. Tim asked about school board, as that race is also contested. Unfortunately not able to produce a video in time.

**Potential New Committee Member**

- Tim mentioned Lisa Griffith is interested in joining the committee and wants to create numerous “Meet your Business” and “Man in the Street” type videos. Dave Alcox suggested contacting Richard Paiva about possible student work study project to assist Lisa. Mike raised the point that shooting video is often the easiest and quickest part, it is editing that is time consuming. Currently GTM is not in a position to assist in that part of video production.

**Upcoming Meeting:**

24 March 2016 7 PM Board of Selectmen meeting room

**Adjourn:**

Meeting adjourned 8:03 PM

Respectfully submitted: Tom Schmidt